SPECIAL COLLECTIONS

1972 - 1973

Kenneth A. Lohf

Librarian for Rare Books and Manuscripts

The events of the past year in Special Collections have enhanced and confirmed our contributions, as an integral part of the library system, to the academic well-being of the University. A succession of distinguished gifts have contributed substantially to our continuing high level of usefulness to scholarship. Our achievements, noted below, in collection development and maintenance, bibliographic control, and reference and circulation services, have made our operations more meaningful in the light of the research needs of graduate students, faculty, and others from the academic and publishing worlds who make prime use of our unique and distinguished resources. Finally, our goals could not have been accomplished without the dedication, skill, knowledge, and imagination of our professional, clerical, and secretarial staffs, and it is their special qualifications, interests, and achievements which have helped to give the Division its particular strength and character.

. . . . . .

I. Summary of Year's Work

Collection Development and Maintenance

Gifts. During 1972-73 the holdings in books and manuscripts have increased significantly. Donors have added 1,805 volumes and 315,198 manuscript items worth $284,911.00 in appraised or estimated value. Among the 174 separate donations (compared with 141 in 1971-72) are

26 collections of manuscripts and papers. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention may be made of the following noteworthy gifts: first editions of Jane Austen from Mr. and Mrs. Alfred C. Berol; Harlan Fiske Stone letters from Miss Elizabeth Booth; a 1468 edition of Johannes Chrysostomus from the Cary Charitable Trust; manuscripts of John Jay's peace diary, 1782, and conversations with Benjamin Franklin from the Class of 1923; early music manuscripts by Edward MacDowell from Mr. and Mrs. Robert E. Evans; Carter Goodrich Papers from Mrs. Goodrich; Alexander Hamilton Library and the Hamilton Family letters from Mrs. Elizabeth Peltz Hamilton; Oscar Jaszi Papers from Mr. George Jaszi; Rockwell Kent-Juliet Koenig Smith Collection from Dr. Corliss Lamont; Leo Pollak Collection of Presidential Autographs by bequest from Mr. Pollak; Pantheon Books editorial files from Random House; John Jay and Frances Perkins manuscripts and letters from Mr. Kenneth Rendell; Max Beerbohm drawing of George Bernard Shaw from Mrs. M. Lincoln Schuster; letters and manuscripts of English and American authors from Miss Nora Elizabeth Scott; and H.R. Knickerbocker Papers from Mrs. Joseph T. Walker.

Purchases. During the year we expended $48,381.75, of which $32,608.00 represented funds budgeted for the division (including the binding allotment). The remaining $15,700.00 were donated to Special Collections by individual donors for specific purposes. Purchased during the year were 220 books, 30 manuscripts, and 12 collections and groups of papers. A detailed breakdown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 910 items during the year. The sale and exchange value of the items was $10,120.50. Significant collections and groups of books and manuscripts, that could not have been acquired by means of budgeted funds, have been added through purchases made on the Duplicates Fund. These have included groups of letters and manuscripts by Ezra Pound, Evelyn Waugh, Allen Ginsberg, and Tennessee Williams.

Binding and Preservation. During the year 279 volumes were bound by the commercial binder, and 115 of our most valuable art and literary posters were repaired, restored, and rebacked by the same firm. This is a modest increase over the preceding year. Static funds and rising prices have prevented us from significantly increasing the number of volumes bound and restored, although our needs in this area are great and, in some cases, crucial. The Columbia bindery repaired and recased 393 volumes, slightly more than half the number of volumes repaired in the previous year. This decrease is not encouraging especially when considered in the light of our great needs for bindery repair and restoration. 143 leather-bound volumes were lactated and oiled by general assistants on the staff.

Exhibitions. Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

Rockwell Kent Drawings. June 1 - September 21, 1972.

Columbia And Her Friends - Gifts 1972. September 27 - December 18, 1972.

Posters by Will H. Bradley. December 18, 1972 - February 20 (i.e. March 2), 1973.

The M. Lincoln Schuster Collection. March 2 - May 30, 1973.

American Women Authors: The Overbury Collection of Barnard College. May 29 - September 26, 1973.

The Schuster exhibition elicited considerable interest and comment during the spring, and articles on the Schuster Library cornerstone box appeared in the New York Times and other New York and national newspapers.

In addition to the above, we mounted two exhibitions in Low Memorial Library on the occasions of the fall and winter meetings of the Friends of the Columbia Libraries. Exhibits in the Rare Book Reading Room are changed on a monthly schedule and feature highlights from book and manuscript collections selected to illustrate the breadth of our research holdings.

Bibliographical Control

Printed Materials. The collections have been increased this year by the addition of 2,025 volumes through purchase and gift. Our arrearages remained virtually unchanged at 56,419. As was noted in previous years, these uncatalogued research materials represent a crucial bibliographical handicap to scholarship. During the past year we have continued our project of typing temporary slips for these uncatalogued items. Approximately 4,000 temporary slips have been prepared and filed in the public catalog in the Rare Book and Manuscript Reading Room. There are no records

for these titles in the main public catalog in 325 Butler Library.

The total recorded holdings as of June 30, 1973, in printed materials stands at 327,151 volumes. This figure does not include uncatalogued holdings which now are in excess of 50,000 volumes.

We have continued our program of sorting and weeding the groups of ephemera which are part of our individual book collections. During the year the Kilroe, Epstean, and Book Arts ephemera were arranged and listed. In addition, the Theatre Portrait Collection has been sorted and arranged; work will continue on this project during the coming year, and we shall begin to process the program and playbill collections which came to us from the Brander Matthews Dramatic Museum. The Speech Recordings Library, which also came to us from the Dramatic Museum has been catalogued according to the Library of Congress rules for descriptive cataloging. The Alexander Hamilton Library has been described on temporary slips. The Historical Collection of Children's Periodical Literature has been sorted and searched. The Science transfer collection has now been fully catalogued. Cards have been prepared for our Incunabula Collection, numbering 967 titles on January 1, 1973. Finally, nearly 1,500 doctoral dissertations were transferred from the "B" Collection to the Columbiana Collection, and it is hoped that the remaining "B" dissertations will be removed from the division during the coming year.

Manuscript Collections. The Library's holdings of manuscripts have been increased by the addition of 35 manuscript collections containing 315,198 items. During the year, 266,419 manuscripts were processed and

11,596 manuscripts were individually catalogued. Total recorded manuscript holdings as of June 30, 1973, stands at 4,973,175 items in 715 separate and distinct collections.

Reference And Circulation Services

The use of rare books and manuscripts continues to mount each year. The statistics for both categories for the past five years are as follows:

	Manuscripts	Books
1968/69	485,020	9,362
1969/70	487,971	9,447
1970/71	642,040	8,442
1971/72	876,787	10,209
1972/73	1,572,402	13,783

The statistics on reader visits for the past five years are as follows:

1968/69	4,609
1969/70	5,040
1970/71	4,959
1971/72	5,101
1972/73	5,301

Note: 1972/73 was the first complete year in which two service points were operated by Special Collections, and the individual statistics are 4,664 reader visits for the Rare Book Reading Room and 1,637 reader visits for the Manuscript Collections and Archives Reading Room.

Despite the fact that we now operate two service points with increased seating capacity, both Reading Rooms were filled to capacity several times during the year.

Many items from our unique holdings receive exposure through public exhibitions at other institutions. During the past year we lent books and manuscripts to the Art Museum of Princeton University, the Grolier

Club, IBM Exhibit Gallery, Larcada Gallery, Metropolitan Museum of Art, Museum of the City of New York, and New Jersey State Museum at Trenton.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in these areas. 1,064 reference and gift letters were written by members of the division staff, the largest number recorded in any single year.

Operations

The Special Collections Division is comprised of the following units: Rare Book and Manuscript Reading Room (654 Butler Library); Manuscript Collections and Archives Reading Room (833 Butler Library); Columbiana Library (210 Low Library); Special Collections Office (801 Butler Library); and Friends of the Columbia Libraries (801 Butler Library). The first two of these units are the major service points of the Division, and they share stacks 13, 14, and 15. The Manuscript Collections and Archives Reading Room was opened on October 1, 1971, and since that time we have continued to shift book and manuscript collections so that the majority of the book collections will be permanently shelved on stack 13 (with a few collections on a small portion of stack 12 that adjoins that Reading Room), and the majority of manuscript collections on stack 14, which adjoins the manuscript Collections Reading Room. The least used and the least valuable book collections and archives are shelved on stack 15, for which there is no elevator service and only minimum security.

The first full academic year of use for the Manuscript Collections and Archives Reading Room has now passed, and the Reading Room has operated successfully in all respects. Because of this centralization of manuscript activities, collections can now be processed more speedily and efficiently, house-keeping of the manuscript vaults can be supervised more closely, manuscripts can be provided more quickly and accurately for readers, and security measures involving manuscripts can be more fully enforced.

In the interests of improving operations in the area of manuscript cataloging we have begun work on the compilation of a manual of Manuscript Cataloging Rules. This manual is concerned with the cataloging of individual letters, manuscripts, and documents, (and similar unique materials) and does not treat the arrangements of archives, which is amply covered in several printed works, notably the one by T.R. Schellenberg. The first draft of our manual is completed, and after a trial period of a year, and further revisions, we hope to issue the work in a small edition for distribution to the staff and other interested institutions.

Administration

Until the time of his death on August 9, 1972, Mr. Charles W. Mixer served as Assistant Director of Libraries for Special Collections, having been appointed to this position in February, 1968. His primary duties as Secretary-Treasurer of the Friends of the Libraries, Assistant

Editor of the Columbia Library Columns, and supervisor of the Special Collections Division have been assigned to the Librarian for Rare Books and Manuscripts. These additional duties have necessitated the Librarian's re-assignment of duties and responsibilities among the Reference Librarians on the staff. The Bernard Crystal position, in particular, has been assigned new responsibilities, chief among them being the training and evaluation of staff. This process of assignment of new duties shall continue throughout the coming year in line with the current library-wide classification and ranking of professional positions.

Because of the considerable record-keeping and mailing involved in the running of the Friends of the Libraries, additional duties in these areas have been assigned to the Secretary of Special Collections, Miss Kathleen McGee.

Staffing And Training

The full-time professional and secretarial staff for Special Collections during the past year has been as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Reference Librarian, Special Collections	Bernard R. Crystal
Reference Librarian, Rare Books	Patricia DeGeorges
Reference Librarian, Manuscripts	Eldon L. Jones
Curator, Columbiana	Alice H. Bonnell
Exhibitions Assistant (part-time)	Coman Leavenworth
Secretary	Kathleen McGee

The above report directly to the Librarian for Rare Books and Manuscripts, and the Librarian assigns projects to them, trains them for specific tasks and skills, and evaluates their performance. The Bibliographical, Library, Technical, and General Assistants report to the Reference Librarian for Special Collections, and it is his major responsibility to train them in their duties, and to evaluate their work performances. The Reference Librarians for Rare Books and Manuscripts supervise them when in charge of one of the Reading Rooms, or while working on assigned projects.

Physical Environment

The new air-conditioning system, with its improvements in temperature control and filtration, has eliminated one of the Division's most severe problems. All areas of Special Collections are now air-conditioned, which will help to reduce the deterioration of leather and vellum bindings, and to keep the collections and volumes cleaner, two serious problems which have plagued the Division.

Room 803, formerly Mr. Mixer's office, has been re-furnished as a seminar and meeting room. The Office of Art Properties has furnished a rug, three of our important oil portraits have been hung, and a ten-foot library table has been installed. It is our intention to use the room for lectures, seminars, meetings of the council and committees of the Friends, and staff meetings.

II. Future Prospects

1. The lack of appropriate reading room facilities and exhibition space for rare books are the problems which most affect our image in the book-collecting and scholarly worlds. Several possibilities for new space have been considered in the past, including the south side of the sixth floor, an additional floor on the top of Butler Library, and the terrace on the north side of the eighth floor of Butler Library. It is imperative that we begin to plan actively while these several possibilities exist, and while there are a number of donors who might be approached for funds and endowments to accomplish this objective.
2. Our extensive and complex holdings, our continuing acquisitions of important rare book and manuscript collections, and our high level of responsibility to students and scholars necessitate that we maintain our staff at full complement. It is imperative that we have a professional librarian on duty in the reading rooms at all times to ensure observance of security regulations, and to provide reference assistance to graduate students, faculty members, writers, and visiting scholars. This is not possible with the present number of staff, and it is strongly recommended that an additional reference position, particularly in the area of manuscripts (where a processing backlog exists), be added to the staff. Planning for this position might well be incorporated into the study of the staffing of the distinctive collections, which is scheduled to begin this year.
3. Uncataloged printed materials now number approximately 55,000 volumes, and the lack of bibliographical control over these research materials

represents a serious deterrent to scholarship. The need for additional book catalogers for Special Collections' materials is particularly pressing.

4. The guide to our manuscript collections, Manuscript Collections in the Columbia University Libraries: A Descriptive List, was published in 1959. This volume listed and described 294 collections. At the end of this year the number of our collections reached 715. It would seem desirable that planning begin on a second revised edition. The worksheets for a new edition are prepared by the Librarian for Rare Books and Manuscripts, and are on file in his office. Mention has been made on p. 8 of this report of a Manual of Manuscript Cataloging Rules, a draft of which has been prepared by members of the staff of Special Collections. It is recommended that this work also be published in a limited edition.

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

BRC

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date June 15, 1973

To DIVISION AND DEPARTMENT HEADS

Subject ANNUAL REPORTS FOR 1972-73

This past year has been a highly meaningful one for all of us. We have moved forward in a number of areas to improve service and operations, strengthen the organization of the libraries, and provide greater opportunities for staff development. As in previous years, we should like to have annual reports as a record of the principal accomplishments or problems of the past year, and a statement of any plans which you are making or which should be considered for the future.

Although the narrative presentation should be a somewhat informal checklist, as in the past, it would be helpful to have the reports structured uniformly.

In general, the reports should be developed in three sections which summarize the year's work, look forward to the coming year, and provide a statistical base for additional analysis. After the title page with the name of the reporting unit, individual who submitted the report, and period of the report, the structure should be as follows:

I. Summary of Year's Work

This record of the year's activities is necessary to document and preserve each unit's efforts in the context of the overall work of the Libraries. It should be a brief summary of accomplishments or problems for the year just ended, highlighting noteworthy events, progress or activities in the following areas as applicable:

- Collection Development and Maintenance
- Bibliographic Control
- Reference and Circulation Services
- Operations
- Administration
- Staffing or Training
- Physical Environment
- Equipment

II. Future Prospects

As we continue to recast the Libraries it is important to identify issues which will contribute to improved library performance. This section should be used to note major plans, opportunities, problems, desirable changes or needs for detailed study which should receive attention. The headings listed in the Summary of Year's Work or any other appropriate catagories may be used to present these items.

To Division and Department Heads June 15, 1973

III. Additional Reports

In this section, please include any statistical material, exhibits or reports which will enhance the Annual Report. We will coordinate the preparation of the annual Circulation and Change in Size of Collections reports separately, so these need not be included.

Please send two copies of the report to the Planning Office, 309 Butler Library, by July 16, 1973.

Jerome Yavarkovsky
Assistant University Librarian
For Planning

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

BOOK ORDER FUNDS
1972-73 Annual Report Statistics

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
293	115 $6,089.42	19 $3,098.25	5 $2,470.00	2 $700.00	12 $195.50	$12,553.17
297	50 $1,584.95	12 $4,480.00	6 $4,885.00	1 $175.00	4 $150.00	$11,274.95
358	5 $236.50	6 $735.00				$971.50
429	3 $529.00					$529.00
482	12 $5,620.50					$ 5,620.50
483	1 $171.00					$171.00
484	4 $1,730.63					$ 1,730.63
497	11 $5,200.00					$ 5,200.00
533	2 $225.00	1 $200.00				$425.00
534	15 $1,885.00	1 $ 75.00			10 $126.00	$ 2,086.00
535	1 $3,500.00	1 $1,300.00	1 $1,350.00			$ 6,150.00
536	1 $1,670.00					$ 1,670.00
	220 $28,442.00	30 $9,888.25	12 $8,705.00	3 $875.00	26 $471.50	$48,381.75

The events of the past year in Special Colledtions have enhanced and confirmed our contributions, as a internal part of the library system, to the ~~continued~~ academic well-being of the University. A succession of distinguished gifts have contributed substantially to our continuing high level of ~~service and~~ usefulness to scholarship. Our achievements, noted below, in collection development and maintenance, bibliographic control, and reference and circulation services, have made our operations more meaningful in the light of the research needs of graduate students, faculty, and others from the academic and publishing worlds who make prime use of our unique and distinguished resources. Finally, Our goals could not have been accomplished without the dedication, skill, knowledge, and imagination of our profesional, clerical, and secretarial staffs, and it is their ~~collective~~ Special qualifications, interests, and achievements which ~~make the complex~~ have helped to give the Division ~~of Special Collections~~ its particular strength and character.

I Summary of Year's Work

Coll. Dev. and Main

Gifts

Collection Development and Maintenance. During 1972-73 the holdings in books and manuscripts have increased significantly. A succession of distinguished gifts have contributed substantially to our continuing high level of service and usefulness to scholarship. In 1972-73 donors have added 1,805 volumes and 315,198 manuscript items worth $284,911. in appraised or estimated value. Among the 174 separate donations (compared with 141 in 1971-72) are 26 collections of manuscripts and papers. The major gifts are recorded in "Our Growing Collections" in each issue of the Columbia Library Columns. However, special mention may be made of the following note-worthy gifts: Adriaen Parmow Papers from Miss Elsa Parmow; First editions of Jane Austen, 5 drawings and letters by Arthur Rackham, and a Stephen Decatur letter from Mr. and Mrs. Alfred C. Berol; Harlan Fiske Stone letters from Miss Elizabeth Booth; LeRoy Edward Bowman Papers from Mrs. Garda Bowman; a 1468 edition of Johannes Chrysostomus from the Cary Charitable Trust; The Manuscripts of John Jay's peace diary, 1782, and conversations with Benjamin Franklin from the Class of 1923; Manuscripts by Edward MacDowell from Mr. and Mrs. Robert E. Evans; Carter Goodrich Papers from Mrs. Goodrich; Alexander Hamilton Library and and Hamilton Family letters from Mrs. Elizabeth Peltz Hamilton; Oscar Jaszi Papers from Mr. George Jaszi; Rockwell Kent-Juliet Koenig Smith Collection from Dr. Corliss Lamont; Drawings of political cartoons by John T. McCutcheon from Mrs. McCutcheon; The Leo Pollak Collection of Presidential Autographs by bequest from Mr. Pollak; Pantheon Books editorial files from Random House; John Jay and Frances Perkins manuscripts and letters from Mr. Kenneth Rendell; Max Beerbohm drawing of George Bernard Shaw from Mrs. M. Lincoln Schuster; Letters and manuscripts of English and American authors from Miss Nora Elizabeth Scott; and H. R. Knickerbocker

Papers from Mrs. Joseph T. Walker.

Purchases. During the year we expended $48,381.75, of which $32,608.00 represented funds budgeted for the division (including the binding allotment). The remainging $15,700.00 were donated to Special Collections by individual donors for specific purposes. Purchased during the year were 220 books, 30 manuscripts, and 12 collections and groups of papers. A detailed breakdown by fund is given in Part III of this report.

Duplicates. Continuing our policy of selling or exchanging unwanted and unneeded duplicate books, we have disposed of 910 items during the year. The sale and exchange value of the items was $10,120.50. Significant collections and groups of books and manuscripts, that could not have been acquired by means of budgeted funds, have been added through purchases made on the Duplicates Fund. These have included groups of letters and manuscripts by Ezra Pound, Evelyn Waugh, Allen Ginsberg, and Tennessee Williams.

Binding and Preservation. During the year 279 volumes were bound by the commercial binder, and 115 art and literary posters were repaired, restored, and rebacked by the same firm. This is a modest increase over the preceding year, ~~but well below~~. Static funds and rising prices have prevented us from significantly increasing the number of volumes bound, although our needs in this area are great and, in some cases, crucial.

The Columbia bindery repaired and recased 393 volumes, slightly more than half the volumes repaired in the previous year. This decrease is not encouraging expecially when considered in the light of our great needs for bindery repair and restoration. 143 volumes were lactated and oiled by general assistants on the staff.

Exhibitions

Our annual program of public exhibitions on the third floor of Butler Library has included the following exhibits:

ROCKWELL KENT, Drawings	June 1 - September 21, 1972
COLUMBIA AND HER FRIENDS - GIFTS 1972	September 27 - December 18, 1972
POSTERS BY WILL H. BRADLEY	December 18, 1972 - February 20 (i.e. March 2) 1973
THE M. LINCOLN SCHUSTER COLLECTION	March 2 - May 30, 1973
AMERICAN WOMEN AUTHORS: The Overbury Collection of Barnard College	May 29 - September 26, 1973

The Schuster exhibition elicited considerable interest and comment during the spring, and articles on the Schuster Library cornerstone box appeared in the New York Times and other New York and national newspapers.

In addition to the above ~~exhibits~~, we mounted two exhibitions in Low Memorial Library on the occasions of the fall and winter meetings of the Friends of the Columbia Libraries. Exhibits in the Rare Book Reading Room are changed on a monthly schedule and feature highlights from book and manuscript collections selected to illustrate the breadth of our research holdings.

Insert

The Alexander Hamilton Library has been ~~sorted~~ described on temporary slips. The Historical Collection of Children's Periodical Literature has been sorted and searched. The Science transfer collection has now been fully cataloged. Cards have been prepared for our Incunabula Collection, numbering 967 titles ~~at the beginning of the calendar year~~ on January 1, 1973.

Bibliographical Control. The collections have been increased this year by the addition of 1,805 volumes through purchase and gift. Our arrearages remained virtually unchanged at 56,419. As was noted in previous years, these uncatalogued research materials represent a crucial bibliographical handicap to scholarship. During the past year we have continued our project of typing temporary slips for these uncataloged items. Approximately 4,000 temporary slips have been prepared and filed in the public catalog in the Rare Book and Manuscript Reading Room. There are no records for these titles in the main public catalog in 325 Butler Library.

The total recorded holdings as of June 30, 1973, in printed materials stands at 327,151 volumes. This figure does not include uncataloged holdings which now are in excess of 50,000 volumes.

We have continued our program of sorting and weeding the groups of ephemera which are part of our individual book collections. During the year the Kilroe, Epstean, and Book Arts ephemera were arranged and listed. In addition, the Theatre Portrait Collection has been sorted and arranged; work will continue on this project during the coming year, and we shall begin to process the program and playbill collections which came to us from the Brander Matthews Dramatic Museum. The Speech Recordings Library, which also came to us from the Dramatic Museum has been cataloged according to the Library of Congress rules for descriptive cataloging. Finally, nearly 1,500 doctoral dissertations were transferred from the "B" Collection to the Columbiana Collection, and it is hoped that the remaining "B" dissertations will be removed from the division during the coming year.

The Library's holdings of manuscripts have been increased by the addition of 35 manuscript collections containing 315,198 items. During the year, 266,419 manuscripts were processed and 11,596 manuscripts were

individually cataloged. Total recorded manuscript holdings as of June 30, 1973, stands at 4,973,175 items in 715 separate and distinct collections.

Reference and Circulation Services. The use of rare books and manuscripts continues to mount each year. The statistics for both categories for the past five years are as follows:

	Manuscripts	Books
1968/69	485,020	9,362
1969/70	487,971	9,447
1970/71	642,040	8,442
1971/72	876,787	10,209
1972/73	1,572,402	13,783

The statistics on reader visits for the past five years are as follows:

1968/69	4,609
1969/70	5,040
1970/71	4,959
1971/72	5,101
1972/73	5,301

Note: 1972/73 was the first complete year in which two service points were operated by Special Collections, and the individual statistics ~~for each room~~ are 4,664 reader visits for the Rare Book Reading Room and 1,637 reader visits for the Manuscript Collections and Archives Reading Room.

~~Despite the Reading Room.~~

Despite the fact that we now operate two service points with increased seating capacity, both Reading Rooms were filled to capacity several times during the year.

Many items from our unique holdings received exposure through public exhibitions at other institutions. During the past year we lent books and and manuscripts ~~for exhibition at~~ to the Art Museum of Princeton University, the Grolier Club, ~~the~~ IBM Exhibit Gallery, ~~the~~ Larcada Gallery, ~~the~~ Metropolitan Museum of Art, ~~the~~ Museum of the City of New York, and ~~the~~ New Jersey State Museum at Trenton.

Lectures were given by all members of the professional staff to graduate seminars on the use of rare books and manuscripts, and on our research holdings in these areas. 1,064 reference and gift letters were written

by members of the division staff, the largest number recorded in any single year.

Operations. The Special Collections Division is comprised of the following units: Rare Book and Manuscript Reading Room (654 Butler Library); ~~The~~ Manuscript Collections and Archives Reading Room (833 Butler Library); Columbiana Library (210 Low Library); Special Collections Office (801 Butler Library); and Friends of the Columbia Libraries (801 Butler Library). The first two of these units are the major service points of the Division, and they share stacks 13, 14, and 15. The Manuscript Collections and Archives Reading Room was opened on Octoberl, 1971, and since that time we have ~~been~~ continued to shift~~ing~~ book and manuscript collections so that the majority of the book collections will be permanently shelved on stack 13 (with a ~~small portion~~ few ~~number of~~ collections on a small portion of stack 12 that adjoins that Reading Room), and the majority of manuscript collections on stack 14, which adjoins the Manuscript Collections Reading Room. The least used and the least valuable book ~~and~~ collections and archives are shelved on stack 15, for which there is no elevator service and only minimum security.

The first full academic year of use for the Manuscript Collections and Archives Reading Room has now passed, and the Reading Room ~~is a success~~ has operated successfully in all respects. Because of this centralization of manuscript activities, collections can now be processed more speedily and efficiently, house-keeping of the manuscript vaults can be supervised more closely, ~~and~~ manuscripts can be provided more quickly and accurately for readers, and security measures involving manuscripts can be more fully enforced.

In the interests of improving operations in the area of manuscript cataloging we have begun work on the compilation of a manual of Manuscript Cataloging Rules. This manual ~~xxxxxxxxxxxxx~~ is concerned with the cataloging of indivual letters, manuscripts, and documents (and similar unique materials), and does not treat the arrangements of archives, which is amply covered in several printed works, notably the one by T. R. Schellenberg. The first draft of our manual is

completed, and after a trial period of a year, and further revisions, we hope to issue the work in a small edition for distribution to the staff and other interested institutions.

Administration. Until the time of his death on August 9, 1972, Mr. Charles W. Mixer served as Assistant Director of Libraries for Special Collections, having been appointed to this position in February, 1968. His primary duties as Secretary-Treasurer of the Friends of the Libraries, Assistant Editor of the Columbia Library Columns, and supervisor of the Special Collections Division have been assigned to the Librarian for Rare Books and Manuscripts. These additional duties have necessitated ~~re-assignment~~ the Librarian's re-assignment of duties and responsibilities among the Reference Librarians on the staff. This process of assignment of new duties shall continue throughout the coming year, in line with the current library-wide classification and ranking of professional positions. The Bernard Crystal position, in particular, has been assigned new responsibilities, chief among them being the training and evaluation of staff.

Because of the considerable record-keeping and mailing involved in the running of the Friends of the Libraries, additional duties in these areas have been assigned to the Secretary of the Special Collections, Miss Kathleen McGee.

Staffing and Training. The staff for Special Collections during the past year has been as follows:

Librarian for Rare Books and Manuscripts	Kenneth A. Lohf
Reference Librarian, Special Collections	Bernard R. Crystal
Reference Librarian, Rare Books	Patricia DeGeorges
Reference Librarian, Manuscripts	Eldon L. Jones
Curator, Columbiana	Alice H. Bonnell
Exhibitions Assistant (part-time)	Coman Leavenworth
Secretary	Kathleen McGee

The above report directly to the Librarian for Rare Books and Manuscripts, The Bibliographical, Library, Technical, and General Assistants report to the Reference Librarian for Special Collections, and it is his major responsibility to train them in their duties, and to evaluate their work performances. The two additional Reference Librarians supervise them when each is in charge of either Reading Room, or while working on assigned projects.

Physical Environment. The new air-conditioning system, with its improvements in temperature control and filtration, ~~have alleviated~~ has eliminated one of the Division's most severe problems. All areas of Special Collections are now air-conditioned, ~~and its effects~~ which will help to reduce the deterioration of leather and vellum bindings, ~~and to keep~~ and to keep the collections ~~always free from serious problems~~ cleaner, two serious problems which have plagued the Division.

~~The~~ Room 803 Butler, formerly ~~used by~~ Mr. Mixer ~~as his~~ office, ~~has~~ has been re-furnished as a seminar and meeting room. The Office of Art Properties has furnished a rug ~~for the room~~, three of our important oil portraits have been hung, and a ten-foot library table has been installed. It is our intention to use the room for lectures, seminars, and meetings of the council and committees of the Friends, and staff meetings.

Future Prospects

1. The lack of appropriate reading room facilities and exhibition space for rare books are the problems which most affect our image in the book-collecting world and scholarly worlds. Several possibilities for new space have been considered in the past, including the south side of the sixth floor, ~~adding~~ an additional floor on the top of Butler Library, and the terrace on the north side of the eighth floor of Butler Library. It is imperative that we begin to plan actively while these several possibilities exist, and while there are a number of donors who might be approached for funds and endowments to accomplish this objective.

2. ~~XXXXXXXXXXXXXXXXXXXXX~~ Our extensive and complex holdings, our continuing acquisitions of important rare book and manuscript collections, and our high level of responsibility to students and scholars necessitate that we maintain our staff at full complement. It is imperative that we have a professional librarian on duty in the reading rooms at all times to ensure observance of security regulations, and to provide reference assistance to graduate students, faculty members, writers, and visiting scholars. This is not ~~always~~ possible with the present number of staff, and it is strongly recommended that an additional reference ~~librarian~~, particularly in the area of manuscripts, be added to the staff. ~~A copy of my memorandum, dated is in Part III of this report.~~

3. Uncataloged printed materials now number approximately 55,000 volumes, and the lack of bibliographical control over these research materials represents a serious deterrent to scholarship. The need for additional book catalogers for Special Collections' materials is particularly pressing. ~~A copy of my memorandum, dated is in Part III of this report.~~

220
1805
2025

4. The guide to our manuscript collections, Manuscript Collections in the Columbia University Libraries: A Descriptive List, was published in 1959. This volume listed and described 294 collections. At the end of this year the number of our collections reached 715. It would seem desirable that planning begin on a second revised edition. The worksheets for a new edition are prepared by the Librarian for Rare Books and Manuscripts, and are on file in his office. Mention has been made on p. 8 of this report of a Manual of Manuscript Cataloiging Rules, a draft of which has been prepared by members of the staff of Special Collections. It is recommended that this work also be published in a limited edition.

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1972

Library Special Collections: Manuscript Collections and Archives Reading Room (833 Butler Library)

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserve, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
		Manuscripts		
July		77,805	150	9
Aug.		144,479	224	
Sept.		70,993	753	
Oct.		194,286	650	4
Nov.		86,369	3,097	
Dec.		45,927	904	
Jan.		208,377	1,301	
Feb.		89,153	1,321	
March		260,109	893	
April		116,768	812	
May		181,914	2,276	
June		95,526	344	
TOTAL		1,571,706	12,725	13

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ---------- items. (Briefly indicate the manner in which this estimate was made in the space below.)

Has the size of the unit's collection changed during the month?

☐ No

☒ Yes (If so, complete forms C2/C2.1, as appropriate.)

C5(7/72)2C

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1972

Library Special Collections: Rare Book & Manuscript Reading Room (654 Butler Library)

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserve, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		1,022	60	54	
Aug.		570	45	41	
Sept.		430	28	129	
Oct.		2,157	68	121	
Nov.		1,166	50	182	
Dec.		890	61	55	
Jan.		1,128	23	137	
Feb.		1,413	41	72	
March		1,698	40	66	
April		1,466	153	145	
May		1,053	33	78	2
June		740	94	44	
TOTAL		13,783	696	1,124	2

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 7,500 items. (Briefly indicate the manner in which this estimate was made in the space below.)

Has the size of the unit's collection changed during the month?

☐ No

☒ Yes (If so, complete forms C2/C2.1, as appropriate.)

C5(7/72)2C

INSTRUCTIONS

Read all instructions before beginning this form.

1. A professional staff member is to oversee data collection procedures and the preparation of this report.

2. The purpose of this report is to obtain a reliable record of the use of library materials for research or instructional purposes. The base for the count is physical items; that is, a bound volume, an issue of a journal, a pamphlet, a microfiche, a microfilm reel, a manuscript, etc.

3. All loans signed for by an individual borrower or signed out to another library are to be counted. Items that must be signed for by users even though they cannot be taken from the library are to be included. The only recorded loans not to be counted are those to technical service departments, since such loans are generally made for operational reasons and not for research or instructional purposes.

4. Renewals are not to be counted.

5. The total number of recorded loans made each month in each category is to be entered in the appropriate column. The headings are self-explanatory. After the entries are made, copy the form on Xerox or other copying machine and send the copy to the Director's Office, 315 Butler, by the 10th of the following month.

6. At the end of the fiscal year

   (1) Total all columns, checking figures carefully.

   (2) Estimate total non-recorded use (that is, books and other materials used by readers in the library without a charge being made) for the entire year, and indicate in a few sentences how this estimate was made; i.e., was it based on several samples taken during the year of books picked up from tables and shelved, general impressions, etc. In making this estimate it might be useful to consider non-recorded use in light of recorded use--is it about one-half of recorded use, about equal to recorded use, more than recorded use, etc. Keep in mind during the year that this estimate will be required at the end of the year, and plan how you will provide the information. Note that this is simply to be a reasonable estimate based on experience and judgment. No special records or elaborate counts are to be made.

   (3) As is done each month, submit one copy of the completed form by July 10. Other copies will be needed for inclusion in your annual report.

7. Growth and size of collections: Check the appropriate boxes at the bottom of the form and, if necessary, complete forms C2/C2.1.

ADDITIONS

COLUMBIA UNIVERSITY LIBRARIES
Growth of Collection Statistics (Reader Services)
Year Beginning July 1, 1972 Library Name Special Collections

ADDITIONS

Instructions: 1. Reader Services Units count only material that has not been and will not be processed by Cataloging Units.
2. Photocopy the form and send to the Director's office, 315 Butler Library, by the 10th of the following month.
3. For further instruction see the detailed instruction sheet.

MATERIAL	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL ADDITIONS
1. Monographs	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Bound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Unbound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Master's Essays	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Scores(sheet music)	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Dealer's Catalogs	43	23	12	50	47	0	66	111	26	68	0	93	539
7. Collections(uncat)	100	23	1	0	7	23	3	1	0	1	0	91	250
TOTAL lines 1-7	143	46	13	50	54	23	69	112	26	68	0	184	788
8. Manuscripts	77,970	56,150	11,828	2,064	14,783	22,257	17,589	82,416	4,915	620	19,451	5,155	315,198
9. Microfilm Reels	0	0	8	5	0	2	6	3	13	0	17	8	62
0. Microfiches	0	0	0	0	0	0	0	0	0	0	0	0	0
1. Microcards	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Microprints	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL lines 9-12	0	0	8	5	0	2	6	3	13	0	17	8	45
13. Films	0	0	8	0	0	0	0	0	0	0	~~17~~	0	~~25~~ 8
14. Film Strips	0	0	0	0	0	0	0	0	0	0	0	0	0
15. Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
16. Phono Records	0	562	0	0	800	0	0	0	0	2	0	0	1,364
17. Tape Recordings	0	3	0	0	0	0	0	0	0	0	0	0	3
18. Broadsides	0	0	0	2	0	0	0	0	0	0	0	0	2
19. Maps	0	0	0	0	0	0	0	0	0	0	0	0	0
20. Memoirs(Oral Hist)	15	0	18	9	68	35	0	28	40	45	28	28	314
21. Pictures, prints, etc.	0	0	0	0	0	0	0	0	0	0	0	2	2
22. Posters	0	0	0	0	0	0	0	0	0	0	0	0	0
23. Cuneiform tablets	0	0	0	0	0	0	0	0	0	0	0	0	0
24. Epigraphy specimens	0	0	0	0	0	0	0	0	0	0	0	0	0
25. Papyri	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Ostraca(1271)	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Press File	2,209	5,794	58	5	7	0	17	25	7	44	0	0	8,166
28. Arrearages	15	2	3	489	2	446	166	11	30	30	141	220	1,555
29. Portrait Collns.	0	0	0	2,350	8,200	0	0	930	0	0	0	854	12,334

USE THIS FORM FOR ADDITIONS ONLY

Book Order Funds
1972-73 annual report - statistics

	Bks.	Mss.	Colls.	Apps.	Misc.	Total
293	11 6,089.42	19 3,098.25	5 2,470.00	2 700.00	12 195.50	12,553.17
297	50 1,584.45	12 4,480.00	4,885.00	1 175.00	4 150.00	11,274.95
358	5 230.50	6 735.00	—	—	—	971.50
429	3 529.00	—	—	—	—	529.00
482	12 5,620.50	—	—	—	—	5,620.50
483	1 171.00	—	—	—	—	171.00
484	4 1,730.63	—	—	—	—	1,730.63
497	11 5,200.00	—	—	—	—	5,200.00
533	2 225.00	1 200.00	—	—	—	425.00
534	15 1,885.00	1 75.00	—	—	10 126.00	2,086.00
535	1 3,500.00	1 1,300.00	1 1,350.00	—	—	6,150.00
536	1 1,670.00	—	—	—	—	1,670.00
	240 28,402.00	30 11,888.25	10 [illegible]	3 [illegible]	26 471.50	48,361.75

General Fund

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	32 $2,024.62	10 $ 790.25	4 Lucas Corso Kaye $1,070.00			$ 3,884.87
August						—
September	11 $ 960.67	1 Hunter $ 87.50				$ 1,048.17
October	14 $ 606.00			1 Auerbach $350.00		$ 956.00
November	14 $ 709.01	2 Corso Kaye-Smith $ 41.00				$ 750.01
December	7 $ 211.72	2 Burroughs Haggard $880.00		1 Auerbach $350.00		$1,441.72
January	9 $ 386.45	2 Ward + Corso $714.50			1 broadside $ 7.50	$1,108.45
February	15 $ 676.95	1 Auden $550.00	1 Bowles $1,400.00 + 245.88		9 pressbooks 1 galley $ 163.00	$2,789.95
March	13 $ 514.00	1 Steffens $ 35.00			1 Burroughs tape $ 25.00	$ 574.00
April						—
May						—
June						
TOTALS	115 6,089.42	19 3,098.25	5 2,470.00	2 700.00	12 195.50	$12,553.17

+ 245.88

Allotment: $ 17,986.
Binding: 4,500.
Pcard: 500.
Allotment: $12,986.

2 1 2.5 0
2 4.0 0
2 3 6.5 0 +

2 3 6.5 0 +

7 3 5.0 0
9 7 1.5 0 *

2,024.62
960.67
606.00
709.01
211.72
386.45
676.95
514.00
6,089.42 *

790.25
87.50
41.00
880.00
714.50
550.00
35.00
3,098.25 *

1,070.00
1,400.00
2,470.00 *

7.50
163.00
25.00
195.50 *

3,884.87
1,048.17
956.00
750.01
1,441.72
1,108.45
2,789.95
574.00
12,553.17 *

Books and Serials Gift

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July						—
August						—
September	3 $ 212.50	6 $ 735.00	—	—	—	$ 947.50
October	2 $ 24.00					$ 24.00
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
TOTALS	5 236.50	6 735.00				971.50

Appropriation: #975. 9/21/72

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	3 $ 529.00					$ 529.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
TOTALS	3 529 00	—	—	—	—	$ 529.00

Allotment: $525.

3,180.00
350.50
990.00
610.00
490.00
5,620.50 *

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	4 $3,180.00					$ 3,180.00
August	2 $ 350.50					$ 350.50
September	2 $ 990.00	$990.00 Bach arias				$ 990.00
October						—
November	2 $ 610.00	Fine Clavier's				$ 610.00
December						—
January						—
February						—
March	2 $ 490.00					$ 490.00
April						—
May						—
June						—
TOTALS	12 $5,620.50	—	—	—	—	$ 5,620.50

Allotment: # 5,668.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 171.00					$ 171.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
TOTALS	171.00	—	—	—	—	$ 171.00

Allotment: $ 171.

500.00
280.63
950.00
1,730.63 *

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	[1] $ 500.00					$ 500.00
August	[2] $ 280.63					$ 280.63
September	[1] $ 950.00					$ 950.00
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May	—	—	—	—	—	—
June						—
TOTALS	[4] 1,730.63	—	—	—	—	1730.63

Allotment: $1,525.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	11 $5,200.00					$ 5,200.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
TOTALS	11 5,200.00	—	—	—	—	$5,200.00

Allotment is $ 5,190.

50.00
175.00
225.00 +

200.00
425.00 *

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 50.00	1 Ainsworth $ 200.00				$ 250.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April		—				—
May	1 $175.00	—				$ 175.00
June						—
		—				
TOTALS	2 225.00	1 200.00	—	—	—	425.00

270.00
1,615.00
1,885.00 +

75.00
1,960.00 +

126.00
2,086.00 *

Friends Endowment

Month	Books	Manuscripts	Collections	Appraisals	Misc.	Total
July						—
August						—
September						—
October						—
November						—
December	9 $ 270.00	1 Williams $ 75.00				$ 345.00
January						—
February					Williams 10 pressbooks $ 126.00	$ 126.00
March	6 $1,615.00					$ 1,615.00
April						—
May						—
June						—
Total	15 1,885.00	1 75.00	—	—	10 126.00	$ 2,086.00

Allotment: # 1,850.

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	2 $1,670.00					$ 1,670.00
August						—
September						—
October						—
November						—
December						—
January						—
February						—
March						—
April						—
May						—
June						—
TOTALS	2 1,670.00	—	—	—	—	$ 1,670.00

Allotment - $ 1,443.

*

300.00
134.95
25.00
125.00
492.50
379.00
398.50
1,584.95 *

1,800.00
800.00
440.00
1,317.50
122.50
4,480.00 *

1,850.00
500.00
1,250.00
1,285.00
4,885.00 *

50.00
40.00
30.00
30.00
150.00 *

1,930.00
1,800.00
134.95
865.00
655.00
2,182.50
3,011.50
696.00
11,274.95 *

1,584.95
4,480.00
4,885.00
175.00
150.00
11,274.95 *

Duplicates

FUND	BOOKS	MANUSCRIPTS	COLLECTIONS	APPRAISALS	MISCELLANEOUS	TOTAL
July	1 $ 30.00		1 Beerg... $1,850.00		1 Hider... $ 50.00	$ 1,930.00
August						—
September		1 Waugh drawings $ 1,800.00				$ 1,800.00
October	9 $ 134.95					$ 134.95
November	1 $ 25.00	2 E. Pound. $ 800.00			1 Auden photo $ 40.00	$ 865.00
December						—
January	4 $ 125.00		1 Fuller $500.00		1-Auden bust $ 30.00	$ 655.00
February						—
March	11 $ 492.50	2 Burroughs Gascoyne $ 440.00	1 Ginsberg $1,250.00			$2,182.50
April	10 $ 379.00	4 Bell's ... $1.317.50	3 ... Pound $1,285.00		1 ... $ 30.00	$3,011.50
May	14 $ 398.50	3 R. Jarrell, Huncke, Corso $ 122.50		1 Jordan-Smith $ 175.00		$ 696.00
June						—
TOTALS	50 1,534.95	12 4,480.00	6 4,885.00	1 175.00	4 150.00	$ 7,567.45

11,516.95 - July 1
11,274.95 - July 31

Credited to Fund Nov. '72: $ 875.—

Balance in Fund on July 1, 1972: $ 2,597.95

1,300.00
1,350.00
2,650.00 +

3,500.00
6,150.00 *

<

N.B. - $175. (G.
Stein, Three Lives)
is on 533 — this
Fund out with
297 is 535 — ?

Miscellaneous Gifts

Month	Books	Manuscripts	Collections	Appraisals	Misc.	Total
July						—
August						—
September						—
October						—
November						—
December						—
January						—
February	* 1 $3,500.00					$3,500.00
March						—
April		1 $1,300.00	1 $1,350.00			$2,650.00
May						—
June						—
Total	1 3,500.00	1 1,300.00	1 1,350.00	—	—	$ 3,[illegible]

* Carey Trust gift

$ 6,1[illegible]0.00 [illegible]

Ken: 8-3-13

We have erroneously counted master negative microfilms of the years Joel Karp is substracting 356 NEGATIVE REELS FROM OUR TOTAL Count PLEASE CORRECT your annual report accordingly

BC

WITHDRAWALS

COLUMBIA UNIVERSITY LIBRARIES
Growth of Collection Statistics (Reader Services)
Year Beginning July 1, 1972 Library Name Special Collections

WITHDRAWALS

Instructions:
1. Reader Services Units count only material that has not been and will not be processed by Cataloging Units.
2. Photocopy the form and send to the Director's Office, 315 Butler Library, by the 10th of the following month.
3. For further instruction see the detailed instruction sheet.

MATERIAL	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL WITHDRAWALS
1. Monographs	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Bound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Unbound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Master's Essays	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Scores(sheet music)	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Dealer's Catalogs	0	0	0	0	0	0	0	0	0	0	0	0	0
7. Collections(uncat)	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL lines 1-7	0	0	0	0	0	0	0	0	0	0	0	0	0
8. Manuscripts	0	0	0	0	0	0	0	0	0	0	0	0	0
9. Microfilm Reels	0	0	0	0	0	0	0	0	0	0	0	0	0
10. Microfiches	0	0	0	0	0	0	0	0	0	0	0	0	0
11. Microcards	0	0	0	0	0	0	0	0	0	0	0	0	0
12. Microprints	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL lines 9-12	0	0	0	0	0	0	0	0	0	0	0	0	0
13. Films	0	0	0	0	0	0	0	0	0	0	0	0	0
14. Film strips	0	0	0	0	0	0	0	0	0	0	0	0	0
15. Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
16. Phono Records	0	0	0	0	0	0	0	0	0	0	0	0	0
17. Tape Recordings	0	0	0	0	0	0	0	0	0	0	0	0	0
18. Broadsides	0	0	0	0	0	0	0	0	0	0	0	0	0
19. Maps	0	0	0	0	0	0	0	0	0	0	0	0	0
20. Memoirs(Oral Hist)	0	0	0	0	0	0	0	0	0	0	0	0	0
21. Pictures, prints, etc.	0	0	0	0	0	0	0	0	0	0	0	0	0
22. Posters	0	0	0	0	0	0	0	0	0	0	0	0	0
23. Cuneiform tablets	0	0	0	0	0	0	0	0	0	0	0	0	0
24. Epigraphy specimens	0	0	0	0	0	0	0	0	0	0	0	0	0
25. Papyri (1271)	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Ostraca	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Press File	0	0	0	0	0	0	0	0	0	0	0	0	0
28. Arrearages	160	108	109	177	278	289	43	241	12	125	172	186	1,900
29. Portrait Collns.	0	0	0	0	0	0	0	0	0	0	0	0	0

USE THIS FORM FOR WITHDRAWALS ONLY

ADDITIONS

COLUMBIA UNIVERSITY LIBRARIES

Growth of Collection Statistics (Reader Services)

Year Beginning July 1, 1972 Library Name Special Collections

ADDITIONS

Instructions:
1. Reader Services Units count only material that has not been and will not be processed by Cataloging Units.
2. Photocopy the form and send to the Director's office, 315 Butler Library, by the 10th of the following month.
3. For further instruction see the detailed instruction sheet.

MATERIAL	July	Aug.	Sept.	Oct.	Nov.	Dec.	Jan.	Feb.	March	April	May	June	TOTAL ADDITIONS
1. Monographs	0	0	0	0	0	0	0	0	0	0	0	0	0
2. Bound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
3. Unbound Serials	0	0	0	0	0	0	0	0	0	0	0	0	0
4. Master's Essays	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Scores(sheet music)	0	0	0	0	0	0	0	0	0	0	0	0	0
6. Dealer's Catalogs	43	23	12	50	47	0	66	111	26	68	0	93	539
7. Collections(uncat)	100	23	1	0	7	23	3	1	0	1	0	91	250
TOTAL lines 1-7	143	46	13	50	54	23	69	112	26	68	0	184	788
8. Manuscripts	77,970	56,150	11,883	2,064	14,783	22,257	17,589	82,416	4,915	620	19,451	5,155	315,198
9. Microfilm Reels	0	0	8	5	0	2	6	3	13	0	17	8	62
10. Microfiches	0	0	0	0	0	0	0	0	0	0	0	0	0
11. Microcards	0	0	0	0	0	0	0	0	0	0	0	0	0
12. Microprints	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL lines 9-12	0	0	8	5	0	2	6	3	13	0	17	8	45
13. Films	0	0	8	0	0	0	0	0	0	0	17	0	25
14. Film Strips	0	0	0	0	0	0	0	0	0	0	0	0	0
15. Slides	0	0	0	0	0	0	0	0	0	0	0	0	0
16. Phono Records	0	562	0	0	800	0	0	0	0	2	0	0	1,364
17. Tape Recordings	0	3	0	0	0	0	0	0	0	0	0	0	3
18. Broadsides	0	0	0	2	0	0	0	0	0	0	0	0	2
19. Maps	0	0	0	0	0	0	0	0	0	0	0	0	0
20. Memoirs(Oral Hist)	15	0	18	9	68	35	0	28	40	45	28	28	314
21. Pictures, prints, etc.	0	0	0	0	0	0	0	0	0	0	0	2	2
22. Posters	0	0	0	0	0	0	0	0	0	0	0	0	0
23. Cuneiform tablets	0	0	0	0	0	0	0	0	0	0	0	0	0
24. Epigraphy specimens	0	0	0	0	0	0	0	0	0	0	0	0	0
25. Papyri	0	0	0	0	0	0	0	0	0	0	0	0	0
26. Ostraca(271)	0	0	0	0	0	0	0	0	0	0	0	0	0
27. Press File	2,209	5,794	58	5	7	0	17	25	7	44	0	0	8,166
28. Arrearages	15	2	3	489	2	446	166	11	30	30	141	220	1,555
29. Portrait Collns.	0	0	0	2,350	8,200	0	0	930	0	0	0	854	12,354

USE THIS FORM FOR ADDITIONS ONLY

Coll. Dev. + Maintenance:

~~Gifts~~

~~Purchases~~

Desiderata lists

Housekeeping

Binding, mending, etc.

Bibl. Centrale

Ephemera (Kolve, Epstein BA, etc.)

~~Typescripts in Central~~

~~Duplicates~~

~~Incunabula project~~

Ref + Circ Services

Statistics on readers + use

Covers.

lectures

Loan for exhibition

Operations

Pagers, shelving, shifting?

(Ms. cat. rules
Cartons, prep for receiving of
Exhibits staff librarian

New Ms Room

Administration

Nixon's death - add. resp
for KL + others

Friends of the Libs.

Physical environment.

A/C – improvement in temp. + filtration

803 Seminar Room

Staffing or Training:

Good group of GAs, professionals

Crystal in charge of training.

Future projects

Additional parking.

Roof

Misc cat + rules

Nylon RR

Fluorescent lighting in main aisle est 3 to 4 K.

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 25 June 1973

To KAL

Subject Annual Report, 1972-73; Projects

1. Dramatic Museum Colln: The majority of the Theatre Portrait Colln has been sorted, identified and arranged in white folders; oversized portraits will be completed during 1973/73 year. A ~~start~~beginning ~~was~~ made. What remains to be arranged and boxed are the "Cabinet Photo"; a GA was able to get through the letter B during the Spring Semester. With the exception of souvenir programs and playbills, the remainder of the D. M. transfers have been sorted into categories and will be worked on during the next academic year. Hopefully this will include materials stored for many years on Stack 15.

2. The Speech Recordings Library was cataloged according to LC rules for descriptive cataloging; some 3 dozen records are awaiting to be cataloged; The Speech Lab Archives Colln (on tape through LC) has had catalog cards prepared for the letters A - E; hopefully a GA will pick this project up in the Fall.

3. Ph.D. Thesis Transfer Project: nearly 1,500 theses, formerly classed in the "B" collns during the years 1950-ca. 1961, were transferred to the Columbiana Colln. These volumes were original typescripts missing from the Columbia group. Disposition of the remaining "B" theses and reshiifting and integration of the Columbiana Colln remains to be accomplished.

4. Shifting of Book Collns from Stack 14 to Stack 13 to speed paging service in Rare Book Room. All but 3 collns were moved: Montgomery, Jeanne D'Arc and Mary Queen. Hopefully these will be move to Stack 13 within the next year.

5. Shifting of little used Manuscript Collections and Non-manuscript Collns from Stack 14 to 15 was done over ~~the Christmas vacation~~ during the fall semester. This allowedus to expande Manuscript Collns from the letter A - H, giving us a little more growth space for new collns. In addition all collns. not previously shelved 3 boxes to a shelf were so arranged Letters A - Ma Me- Z will be shifting during the summer of 1973.

6. Main entry slips for Uncataloged Book Collns. Additional temp slips for many of our uncataloged book collections were typed so that entries could be filed in the Main Catalog ~~cabinets~~.

7. Kilroe Ephemera Collns The uncatalog Tammaniana a Political printed ephemera and memorabilia was arranged in categories, put into white folders and described on unit cards that were filed in the Main Catalog in Room 654.

8.

DA:

I shall need the following info. from you for the annual report. Tally up the records through April 30 & then add May & June totals.
(All figures are from 1 July 1972-30 June 1973)

No. of vols repaired by commercial binder 279

No. of posters rebacked by Steinmann 115

No. of vols. repaired by C.U. bindery 393

143 vols backed [illegible]

SPECIAL COLLECTIONS
GETTY RESEARCH INSTITUTE

1965
D624

Gerstinger, Hans, 1885-

Dioscorides, Pedanius, *of Anazarbos.* Codex Vindobonensis med. ... 19(65)–70. (Card 2)

Bibliography: v. 1, p. 61–63.

1. Materia medica—Early works to 1800. 2. Medicine, Greek and Roman. 3. Botany, Medical—Early works to 1800. I. Gerstinger, Hans, 1885– II. Vienna. Nationalbibliothek. MSS. (Med. Gr. 1) (Series)

R126.D5 1965

78-537205

Library of Congress 71 [2]

Statistics For

July 1, 1972 — June 30, 1973

From Commercial Binders — 279

To Commercial Binders — 158

Posters — 115

From Columbia Univ. Bindery — 393

To Columbia Univ. Bindery — 395

JUN 28 1973

JUN 28 1973

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 5 July 1973

To Mr. Lohf

From: P. DeGeorges

Subject Statistics for Annual report

I. Lectures

Members of the Department gave two lectures: Miss Spiegler's S.G. seminar in the English Renaissance; and Mr. Taubers S.L.S. seminar in archival management.

In addition, Professors Parry (Art History) and Somerville (History) lectured to their seminars in the Rare Books Reading Room, using non-circulating books and manuscripts.

II. Loans for exhibition

1. The Art Museum at Princeton has eight rare books on loan to illustrate "The Arts and Crafts Movement in America." The exhibit was originally based in Princeton, but is now travelling across the country.

2. The Grolier Club borrowed a selection from our collection of Allen Press books for an exhibit of Private Press books.

3. International Business Machines Corporation has on loan two instruments from the David Eugene Smith Collection of early astronomical and mathematical instruments to support its exhibit commemorating the 500th anniversary tribute to Nicolaus Copernicus. The instruments are the Italian Astrolabe and the Tyrolean Quadrant.

4. Larcada Gallery borrowed original drawings from our Rockwell Kent Collection as part of its exhibit illustrating the artist's work.

5. The Metropolitan Museum of Art borrowed William Bell Scott's Poems: ballads, studies from nature...London, Longmans, Green, 1875 for an exhibition.

6. The Museum of the City of New York borrowed five set models and twelve drawings from the Joseph Urban Collection for its Ziegfield exhibit.

7. The New Jersey State Museum of Trenton, New Jersey, has the Smith Armillary sphere to illustrate its exhibit Dutch origins of New Jersey settlers.

III. Preservation

The binding department has been very coOperative in ordering Gaylord acid-free binders to accommodate books of widths up to an inch. The wider Gaylords which have been received in the last few months, enabled us to complete the project of preserving and retagging the Plimpton Juvenile Collection. The collection is now being inventoried.

To preserve our valuable poster collection, we have been selectively rebacking and, in a few cases, restoring the most important and fragile posters in the collection. These include the works of Beardsley, Bradley, Gibson, Wyeth, and others.

Gifts: Books 1,585.
Mss. 315,498.

Friends

25.	75.
10.	270.
100.	5,100.
2,650.	50.
5,000.	335.
1,000.	620.
15.	81.
10.	75.
715.	25,800.
750.	300.
2,250.	20,000.
1,122.50	30.
20.	4,200.
4,000.	2,143.50
123.	25.
125.	1,383.50
15.	603.
25.	75.
20.	30.
405.	90.
1,360.	$88,124.50
130.	
385.	
525.	
6,058.	

Non Friends

250.	50.	1,500.
1,000.	35.	390.
250.	90.	2,250.
1,075.	4,675.	15,600.
1,195.	350.	500.
1,507.	225.	300.
750.	75.	23,000.
250.	50.	150.
7,500.	12,500.	50.
850.	10.	374.
3,500.	54,500.	1,300.
12,500	500.	14,115.
10.	3,727.50	2,580.
350.	50.	2,500
750.	100.	2,600.
4,800.	500.	3,050.
375.	7,500.	300.
40.	35.	
150.	340.	$196,786.50
50.	560.	88,124.50
90.	5.	284,911.00
75.	395.	
5.	53.	
75.	80.	
225.	2,200.	

Reading visits:

Rare Bks + Mss RR	4,664
McCall + Archives RR	1,637
	5,301

O Std History 72-73

	#
July	136
Aug	179
Sept	160
Oct	161
Nov	106
Dec.	83
Jan	136
Feb	252
Mar.	247
Apr.	192
May	114
June	223
	1929

174 separate donations

of which 59 were Friends

Ken:

Here are the final statistics for the annual report:

Number of readers--1,636

Number of manuscripts cataloged--11,596

Number of manuscripts processed--266,419.

You may wish to make note that we decided to include the Hamilton, Rendell, Norton and Sayre gifts in next year's statistics.

lecture to McMillan's class
Lighting on 14
Maintenance on 14

ELJ
3 July 1973

4,657,977
315,198

4,973,175

CORRESPONDENCE

June, 1973	99
May, 1973	79
April, 1973	101
March, 1973	87
February, 1973	79
January, 1973	98
December, 1972	87
November, 1972	75
October, 1972	69
September, 1972	96
August, 1972	90
July, 1972	104
	99
Total	1064

Accurate Base Figures

COLUMBIA UNIVERSITY LIBRARIES
Size and Growth of Collections, Year Beginning July 1, 1972
Summary Sheet: Standard printed materials

Name of Library	July 1, 1972 Total Beginning of Year	Total Added	Total Withdrawn	Net Change	June 30, 1973 Total End of Year
General Library	1,246,385				
Avery	97,923				
Biology	36,573				
Browsing Room	3 049				
Burgess-Carpenter	135,323				
Business	286,511				
Chemistry	27,601				
College	55,603				
College Catalogs	136,585				
Columbiana	15,900				
Computer Center	612				
East Asian	346,056				
Engineering	161,306				
Fine Arts	44,940				
Geology	72,929				
Geoscience	15,103				
Graphic Arts	11,331				
International Affairs	67,042				
Journalism	11,846				
Law & Int'l. Law	526,461				
Library Service	84,431				
Mathematics	18,626				
Medical	317,972				
Music	45,906				
Paterno	20,017				
Philosophy	12,780				
Physics	18,549				
Psychology	21,347				
Reference	30,549				
Science	70,289				
Social Work	85,642				
Special Collections	324,502				
Theatre Arts	2,113				
Ware	3,497				
TOTAL	4,355,299				
Vols. in Process and ready for Cataloging- not counted above.	56,420				

COLUMBIA UNIVERSITY
INTERDEPARTMENT MEMORANDUM

Date 5 July 1973

To Mr. Lohf
From: P. DeGeorges
Subject Statistics for Annual Report (page 2)

III. Preservation (continued)

Fewer books were lactated and oiled this year due to staff shortages. Volunteers were not recruited this year because of the time required ~~xx~~ to supervise~~xx~~the volunteers.

IV. Projects completed.

1. Books from the Hamilton Library are under bibliographic control, with a copy of the preliminary slip in our public catalog. Books are arranged as follows: (A) Books by, about, and belonging to Alexander Hamilton with imprints before his death, 11 July 1804; (B) Editions of the Federalist; (C) Books in the Hamilton Family Library with imprints after Hamilton's death; and (D) Serials arranged by title and analyzed for contents relating to Hamilton.

2. Historical Collection of Children's Literature. All uncataloged volumes were sorted and searched against our catalog. P-slips were typed and Serials Cataloging was advised of the number of volumes and items in the backlog.

3. Using the brief entry established by Goff, cards were typed and reproduced for our incunabula holdings. These will appear in our public catalog. (Ken: We still haven't resolved whether a separate drawer should be set up or whether entries should be interfiled in our author cat. Only a fraction of the cards would need to be conformed to our established entries.)

4. The Science transfers set aside several years ago are now fully cataloged and integrated into our "B" collection.

vols. 3,720

with shelves 1,671

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1972

Library Special Collections: Rare Book and Manuscript Reading Room (654 Butler Library)

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals			Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserve, restricted loans, etc.)		Columbia	Non-Columbia Including Affiliates
		Books	Manuscripts		
July		1,022	60	54	
Aug.		570	45	41	
Sept.		430	28	129	
Oct.		2,157	68	121	
Nov.		1,166	50	182	
Dec.		890	61	55	
Jan.		1,128	23	137	
Feb.		1,413	41	72	
March		1,698	40	66	
April		1,466	153	145	
May		1,053	33	78	2
June		740	94	44	
TOTAL		13,783	696	1,124	2

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ca. 7,500 items. (Briefly indicate the manner in which this estimate was made in the space below.)

Has the size of the unit's collection changed during the month?

☐ No

☒ Yes (If so, complete forms C2/C2.1, as appropriate.)

C5(7/72)2C

COLUMBIA UNIVERSITY LIBRARIES

CIRCULATION REPORT

Year beginning July 1, 1972

Library Special Collections: Manuscript Collections and Archives Reading Room (833 Butler Library)

Staff member responsible for this report: Kenneth A. Lohf
(see instructions on back)

Month	Loans to Individuals		Loans to Libraries	
	All loans made for 4 or more days	All loans made for 3 days or less (reserve, restricted loans, etc.)	Columbia	Non-Columbia Including Affiliates
July		Manuscripts 77,805	150	9
Aug.		144,479	224	
Sept.		70,993	753	
Oct.		194,286	650	4
Nov.		86,369	3,097	
Dec.		45,927	904	
Jan.		208,377	1,301	
Feb.		89,153	1,321	
March		260,109	893	
April		116,768	812	
May		181,914	2,276	
June		95,526	344	
TOTAL		1,571,706	12,725	13

Non-recorded use (i.e., use not included above) of library materials during the year is estimated at ------- items. (Briefly indicate the manner in which this estimate was made in the space below.)

Has the size of the unit's collection changed during the month?

☐ No

☒ Yes (If so, complete forms C2/C2.1, as appropriate.)

C5(7/72)2C

DATE	BOOKS	MSS	HISTORY	INSIDE	OUTSIDE
JUL 3 1972	—	—	17	1	4
JUL 5 1972	—	1800	6	—	—
JUL 6 1972	—	5	—	—	—
JUL 7 1972	—	505	26	4	—
JUL 10 1972	—	160	—	—	—
JUL 11 1972	—	14,024	—	—	—
JUL 12 1972		—	1	5	—
JUL 13 1972		19	—	9	—
JUL 14 1972		5021	—	—	—
JUL 17 1972		5500	—	—	—
JUL 18 1972		2057	11	3	—
JUL 19 1972		3,106	3	—	—
JUL 20 1972		9,500	12	40	—
JUL 21 1972		8,000	10	57	—
JUL 24 1972		500	9	—	5
JUL 25 1972		10,052	13	10	—
JUL 26 1972		4,205	1	9	—
JUL 27 1972		1,000	15	—	—
JUL 28 1972		2,215	—	2	—
JUL 31 1972		—	12	10	—
Total		77,669	136	150	9
		136			
		77,805			

Manuscript Reading Room
833 Butler

RARE BOOK + MS. READING ROOM

DATE JUL 1972	[illegible]	[illegible]	[illegible] HISTORY	[illegible]	[illegible] OFFICE
3	14	1	—	—	—
5	35	—	—	10	—
6	14	1	—	—	—
7	75	—	—	2	—
10	16	2	—	1	—
11	14	—	—	—	—
12	14	—	—	—	—
13	474	—	—	7	—
14	41	50	—	—	—
17	101	1	—	2	—
18	33	—	—	—	—
19	3	—	—	9	—
20	8	1	—	5	—
21	6	—	—	1	—
24	16	—	—	—	—
25	38	2	—	5	—
26	23	—	—	7	—
27	22	1	—	4	—
28	25	—	—	—	—
31	17	1	—	1	—
TOTAL	(1022)	(60)	—	(54)	—

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
AUG 1 1972		9	14	108	—
AUG 2 1972		300	11	15	—
AUG 3 1972		9700	—	2	—
AUG 4 1972		—	21	—	—
AUG 7 1972		—	—	—	—
AUG 8 1972		5000	13	—	—
AUG 9 1972		18,500	—	3	—
AUG 10 1972		9 122	5	—	—
AUG 11 1972		14,610	—	—	—
AUG 14 1972		7,009	4	19	—
AUG 15 1972		2,004	1	—	—
AUG 16 1972		3,019	34	12	—
AUG 17 1972		30,622	—	7	—
AUG 18 1972		11	15	—	—
AUG 21 1972		17	3	—	—
AUG 22 1972		—	16	2	—
AUG 23 1972		1	16	6	—
AUG 24 1972		23,544	—	2	
AUG 25 1972		4,019	—	1	—
AUG 28 1972		45	—	5	—
AUG 29 1972		8,500	—	15	—
AUG 30 1972		—	26	27	—
AUG 31 1972		—	—	—	—
Total		144,300	179	224	

Manuscript Reading Room
833 Butler

RARE BOOK + MANUSCRIPT READING ROOM

DATE AUG 1972	BOOKS 8	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
1	31	—	—	7	—
2	30	—	—	3	—
3	20	—	—	2	—
4	56	—	—	1	—
7	10	—	—	1	—
7	26	—	—	3	—
9	5	—	—	5	—
10	24	—	—	—	—
11	22	—	—	3	—
14	7	—	—	2	—
15	43	—	—	1	—
16	40	—	—	—	—
17	26	1	—	4	—
18	17	—	—	1	—
21	26	1	—	—	—
22	28	—	—	—	—
23	22	—	—	—	—
24	20	—	—	2	—
25	48	32	—	—	—
28	4	3	—	—	—
29	24	6	—	3	—
30	4	1	—	2	—
31	4	1	—	—	—
TOTAL	570	45	—	41	—

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
SEP 4 1972		50	-	-	-
SEP 5 1972		19	-	22	-
SEP 6 1972		6500	-	12	-
SEP 7 1972		-	-	-	-
SEP 8 1972		1653	5	-	-
SEP 11 1972		32	8	1	-
SEP 12 1972	—	5,500	4	1	-
SEP 13 1972		5129	16	1	-
SEP 14 1972		15,760	3	1	-
SEP 15 1972		4,293	21	17	-
SEP 18 1972		120	-	1	-
SEP 19 1972		12	7	-	-
SEP 20 1972		2,001	17	68	-
SEP 21 1972		3,500	2	-	-
SEP 22 1972		1	8	1	-
SEP 25 1972		2,045	-	-	-
SEP 26 1972		5,004	-	10	-
SEP 27 1972		3,612	1	114	-
SEP 28 1972		15,098	-	202	-
SEP 29 1972		514	8	302	-
Total		70,893	100	753	-

Manuscript Reading Room
833 Butler

RARE BOOK + MS. READING ROOM

DATE SEP 1972	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
1	6	—	—	1	—
5	47	2	—	4	—
6	12	2	—	24	—
7	28	—	—	1	—
8	36	—	—	1	—
9	3	—	—	—	—
11	24	—	—	—	—
12	6	—	—	—	—
13	9	7	—	2	—
14	1	2	—	1	—
15	20	—	—	—	—
16	16	—	—	1	—
18	17	—	—	1	—
19	23	—	—	1	—
20	36	—	—	5	—
21	30	8	—	3	—
22	5	—	—	—	—
23	10	5	—	—	—
25	18	— 26	—	16 54	—
26	9	1	—	10	—
27	8	—	—	46	—
28	27	—	—	8	—
29	22	—	—	11	—
30	23	—	—	—	—
TOTAL	430	28	—	129	—

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
OCT. 2 1972		35,502	9	154	
OCT 3 1972		5,000	14	—	
OCT 4 1972		18,369	—	54	
OCT 5 1972		3,000	10	141	
OCT 6 1972		15,204	12	61	
OCT 9 1972		16,011	5	57	
OCT 10 1972		1,934	34	—	
OCT 11 1972		3,002	—	1	
OCT 12 1972		18,256	10	90	
OCT 13 1972		16,323	5	22	
OCT 16 1972		—	—	—	
OCT 17 1972		8,007	—	3	
OCT 18 1972		7,700	—	—	
OCT 19 1972		4,500	9	33	
OCT 20 1972		12,150	2	12	4
OCT 23 1972		1,002	4	—	
OCT 24 1972		3,000	—	—	
OCT 25 1972		2,000	3	6	
OCT 26 1972		2,036	—	1	
OCT 27 1972		2,504	13	9	
OCT 30 1972		11,500	8	4	
OCT 31 1972		7,225	23	2	
Total		194,125	161	650	4
		161			
		194,286			

Manuscript Reading Room
833 Butler

RARE BOOK + MS. READING ROOM

DATE OCT 1972	LOANS	MSS	CIRCULATION HISTORY	LOANS INSIDE	LOANS OUTSIDE
2	30	1	—	—	—
3	20	—	—	3	—
4	25	—	—	4 / (2 L's 2 M's 1 B)	—
5	102	—	—	—	—
6	30	—	—	6	—
7	22	—	—	—	—
9	25	7	—	4	—
10	17	2	—	1	—
11	20	1	—	2	—
12	24	—	—	1	—
13	27	3	—	—	—
14	10	—	—	—	—
16	79	—	—	—	—
17	33	5	—	1	—
18	16	—	—	13	—
19	18	4	—	3	—
20	32	—	—	2	—
21	20	1	—	15	—
23	57	1	—	6	—
24	23	2	—	—	—
25	29	33	—	1	—
26	36	2	—	8	—
27	33	2	—	9	—
28	56	—	—	—	—
30	29	2	—	1	—
31	40	1	—	4	—
Hunt. Bean (Sight)	59.2				
	1052	67	—	121	—
Hunt. Bird (Oct)	705				
	2157				

RARE BOOK AND MSS READING ROOM

DATE NOV 1972	BOOKS 12	MSS	ORAL HISTORY	LOANS INSIDE 7	LOANS OUTSIDE
1	62	1	—	1	—
2	34	1	—	—	—
3	28	1	—	7	—
4	29	—	—	13	—
6	20	2	—	—	—
7	21	2	—	6	—
8	31	3	—	3	—
9	34	3	—	—	—
10	28	—	—	6	—
11	29	1	—	18	—
13	64	3	—	18	—
14	24	1	—	16	—
15	25	2	—	7	—
16	38	1	—	1	—
17	19	1	—	—	—
18	64	—	—	1	—
20	39	3	—	—	—
21	32	3	—	1	—
22	22	8	—	50	—
24	35	1	—	—	—
25	53	1	—	—	—
27	57	—	—	6	—
28	19	2	—	5	—
29	24	7	—	13	—
30	62	2	—	10	—
TOTAL	(893)	(50)	—	(182)	—
Hunt Read	273				
	1166				

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
NOV 1 1972		3,650	7	551	
NOV 2 1972		1,000	3	–	
NOV 3 1972		18,546	21	1	
NOV 6 1972		50	23	9	
NOV 7 1972		5,206	8	2	
NOV 8 1972		5	–	–	
NOV 9 1972		3,301	–	–	
NOV 10 1972		1,500	–	8	
NOV 13 1972		18,513	–	–	
NOV 14 1972		3,000	1	–	
NOV 15 1972		325	17	2,000	
NOV 16 1972		653	–	1	
NOV 17 1972		12,22	4	1	
NOV 20 1972		2,024	1	17	
NOV 21 1972		120	–	104	
NOV 22 1972		2,000	2	–	
NOV 24 1972		9,380	6	–	
NOV 27 1972		4,000	3	4	
NOV 28 1972		643	–	241	
NOV 29 1972		4	5	151	
NOV 30 1972		121	5	7	
Total		86,263	106	3,097	
		106			
		86,369			

Manuscript Reading Room
833 Butler

RARE BOOK + MSS READING ROOM

DATE JAN 1973	BOOKS	MSS	ORAL HISTORY	TAKEN INSIDE	TAKEN OUTSIDE
2	35	5	–	3	–
3	53	2	–	6	–
4	19	4	–	–	–
5	35	–	–	1	–
8	35	–	–	24	–
9	26	–	–	–	–
10	35	–	–	1	–
11	11	–	–	–	–
12	63	3	–	–	–
15	37	–	–	40	–
16	77	–	–	4	–
17	27	–	–	–	–
18	28	–	–	3	–
19	18	–	–	14	–
22	29	2	–	2	–
23	20	–	–	9	–
24	32	4	–	1	–
25	64	–	–	–	–
26	40	1	–	8	–
27	43	–	–	–	–
29	52	1	–	1	–
30	52	–	–	19	–
31	25	1	–	1	–
HUNT BSMCL	272				
TOTAL	1128	23	0	137	0

JAN 2 1973		31,751	2	1	
JAN 3 1973		7,574	4	880	
JAN 4 1973		1,525	1	204	
JAN 5 1973		3,364	7	10	
JAN 8 1973		1,700	6	23	
JAN 9 1973		2,050	-	-	
JAN 10 1973		5,026	2	102	
JAN 11 1973		10,251	1	1	
JAN 12 1973		5,558	12	25	
JAN 15 1973		1,500	1	-	
JAN 16 1973		3,119	12	5	
JAN 17 1973		1,206	13	-	
JAN 18 1973		15,600	8	1	
JAN 19 1973		9,334	1	-	
JAN 22 1973		23,817	4	3	
JAN 23 1973		5,688	-	10	
JAN 24 1973		4,509	6	-	
JAN 25 1973		-	17	-	
JAN 2-6 1973		-	19	37	
JAN 29 1973		1,719	7	-	
JAN 30 1973		6,500	-	-	
JAN 31 1973		16,000	13	-	
Total		208,241	136	1301	
		136			
		208377			

Manuscript Reading Room
833 Butler

RARE BOOK & MSS READING ROOM

DATE FEB 1973	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
1	33	—	—	2	—
2	10	—	—	—	—
3	88	1	—	—	—
5	81	—	—	6	—
6	79	1	—	11	—
7	89	2	—	—	—
8	107	1	—	2	—
9	106	3	—	8	—
10	51	—	—	—	—
12	90	1	—	—	—
13	30	2	—	11	—
14	46	1	—	—	—
15	22	5	—	4	—
16	7	1	—	1	—
17	37	—	—	—	—
19	65	—	—	4	—
20	39	7	—	—	—
21	33	1	—	2	—
22	50	6	—	1	—
23	31	7	—	—	—
24	26	2	—	—	—
26	25	—	—	7	—
27	73	—	—	3	—
28	36	—	—	10	—
HUNT-BEROL	170	—	—	—	—
TOTAL	1413	41	—	72	—

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
FEB 1 1973		9	-	-	
FEB 2 1973		4	2	-	
FEB 5 1973		8,000	9	-	
FEB 6 1973		3	7	-	
FEB 7 1973		5,235	-	1	
FEB 8 1973		109	5	9	
FEB 9 1973		5,019	33	127	
FEB 12 1973		9,016	16	32	
FEB 13 1973		22,000	1	4	
FEB 14 1973		500	3	-	
FEB 15 1973		2,012	1	-	
FEB 16 1973		1,044	14	3	
FEB 19 1973		984.	17	-	
FEB 20 1973		9,507	40	1	
FEB 21 1973		257	16	-	
FEB 22 1973		2,902	30	4	
FEB 23 1973		4,756	27	1135	
FEB 26 1973		2,822	1	-	
FEB 27 1973		12,179	3	4	
FEB 28 1973		2,543	25	1	
Total		88,901	252	1,321	
		252			
		89,153			

Manuscript Reading Room
833 Butler

RARE Books & MSS READING Room

DATE MAR 1973	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
1	56	6	—	3	—
2	14	—	—	15	—
3	112	—	—	—	—
5	45	5	—	1	—
6	41	—	—	8	—
7	101	—	—	2	—
8	11	2	—	—	—
9	20	—	—	1	—
10	85	2	—	—	—
12	35	3	—	—	—
13	59	—	—	—	—
14	43	—	—	2	—
15	27	8	—	5	—
16	111	1	—	—	—
17	56	—	—	—	—
19	37	—	—	—	—
20	57	1	—	—	—
21	51	—	—	2	—
22	107	1	—	4	—
23	14	—	—	2	—
24	56	—	—	—	—
26	120	7	—	1	—
27	40	—	—	13	—
28	65	—	—	1	—
29	111	—	—	4	—
30	103	—	—	1	—
31	121	4	—	1	—
TOTAL	(1698)	(40)	—	(66)	—

DATE	USERS	ISSUE	ORAL HISTORY	MAIL INSIDE	MAIL OUTSIDE
MAR 1 1973		13,800	4	2	
MAR 2 1973		10,413	8	14	
MAR 5 1973		3,000	7	-	
MAR 6 1973		500	—	—	
MAR 7 1973		1,500	4	-	
MAR 8 1973		500	-	47	
MAR 9 1973		10,255	9	19	
MAR 12 1973		2505	1	-	
MAR 13 1973		6,074	3	-	
MAR 14 1973		9,100	5	-	
MAR 15 1973		12,000	8	53	
MAR 16 1973		12,301	23	-	
MAR 19 1973		6,610	13	123	
MAR 20 1973		33,264	-	—	
MAR 21 1973		35,676	4	270	
MAR 22 1973		13,650	8	200	
MAR 23 1973		57,656	44	—	
MAR 26 1973		6,023	34	1	
MAR 27 1973		9,433	1	-	
MAR 28 1973		8,160	12	2	
MAR 29 1973		1,005	9	178	
MAR 30 1973		5,637	50	—	
Total		259,862	247	893	
		247			
		260109			

Manuscript Reading Room
833 Butler

RARE BOOK + MSS READING ROOM

APR 1973

		MSS	SEAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
2	129	—	—	2	—
3	41	—	—	—	—
4	87	58	—	—	—
5	59	23	—	1	—
6	37	1	—	7	—
7	16	—	—	1	—
9	52	5	—	5	—
10	74	—	—	28	—
11	37	—	—	12	—
12	25	—	—	1	—
13	49	—	—	—	—
14	46	1	—	1	—
16	44	—	—	10	—
17	51	2	—	31	—
18	32	1	—	1	—
19	78	10	—	3	—
20	44	6	—	7	—
21	122	11	—	—	—
23	58	—	—	4	—
24	21	6	—	21	—
25	81	3	—	2	—
26	45	21	—	2	—
27	69	—	—	4	—
28	34	—	—	—	—
30	21	5	—	2	—
HUNT BOTAN	124	—	—	—	—
TOTAL	1466	153	—	145	—

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
APR 2 1973		1,004	8	–	
APR 3 1973		2,082	8	2	
APR 4 1973		8,517	15	91	
APR 5 1973		2,000	–	1	
APR 6 1973		9,002	5	–	
APR 9 1973		2,300	4	–	
APR 10 1973		2,300	13	20	
APR 11 1973		5,500	–	202	
APR 12 1973		2,700	2	–	
APR 13 1973		4,731	8	1	
APR 16 1973		6,037	6	–	
APR 17 1973		3,606	8	36	
APR 18 1973		4,500	1	82	
APR 19 1973		2,323	2	57	
APR 20 1973		2,600	44	–	
APR 23 1973		2,050	7	3	
APR 24 1973		18,600	12	129	
APR 25 1973		1,004	17	105	
APR 26 1973		4,094	5	32	
APR 27 1973		3,511	11	51	
APR 30 1973		18,010	16	–	
Total		116,576	192	812	
		192			
		116,768			

Manuscript Reading Room
833 Butler

RARE BOOK

DATE MAY 1973	BOOKS & MS.	MSS READING ROOM	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
1	19	3	—	16	—
2	18	—	—	—	—
3	42	—	—	3	—
4	82	—	—	3	—
5	17	1	—	2	—
7	103	3	—	—	—
8	58	—	—	6	—
9	20	—	—	5	—
10	1	1	—	—	—
11	34	—	—	4	—
14	40	16	—	16	—
15	14	2	—	1	—
16	85	—	—	3	—
17	22	1	—	—	—
18	59	—	—	6	—
21	1	—	—	2	—
22	29	—	—	1	—
23	10	—	—	—	—
24	144	3	—	3	—
25	29	2	—	—	—
29	37	—	—	1	—
30	28	1	—	4	2
HUNT COLL	374				
31	20	—	—	2	—
TOTALS	1053	33	—	78	2

Rare Book and Manuscript Reading Room

DATE	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
MAY 1 1973		4,017	3	—	
MAY 2 1973		13,950	4	900	
MAY 3 1973		6,708	1	992	
MAY 4 1973		11,326	12	6	
MAY 7 1973		451	1	—	
MAY 8 1973		350	—	—	
MAY 9 1973		—	2	—	
MAY 10 1973		31,757	2	1	
MAY 11 1973		168	23	20	
MAY 14 1973		11,778	—	3	
MAY 15 1973		92	—	—	
MAY 16 1973		—	—	—	
MAY 17 1973		364	1	—	
MAY 18 1973		250	4	1	
MAY 21 1973		—	32	98	
MAY 22 1973		3000	18	4	
MAY 23 1973		12979	5	6	
MAY 24 1973		12511	—	177	
MAY 25 1973		7,075	—	15	
MAY 29 1973		18	—	53	
MAY 30 1973		65,006	6	—	
MAY 31 1973					
Total		181,800	114	2,276	

Manuscript Reading Room
833 Butler

DATE	BOOKS	ITEMS	OCAL HISTORY	ARTS THEATRE	RARE GIFTS/THE
JUN 1 1973		6,541	10	3	
JUN 4 1973		10,514	-	-	
JUN 5 1973		2,100	2	-	
JUN 6 1973		2,302	-	51	
JUN 7 1973		6,011	7	1	
JUN 8 1973		4,841	7	-	
JUN 11 1973		4,356	4	-	
JUN 12 1973		6,204	5	23	
JUN 13 1973		12,624	-	37	
JUN 14 1973		6,192	22	102	
JUN 15 1973		9,018	4	-	
JUN 18 1973		3502	12	-	
~~JUN 19 1973~~ ~~JUN 20 1973~~		2,125	64	5	
JUN 20 1973		4	73	-	
JUN 21 1973		140	8	1	
~~JUN 22 1973~~ ~~JUN 23 1973~~		1069	1	100	
JUN 25 1973		2	-	-	
JUN 26 1973		3520	1	20	
JUN 27 1973		979	-	-	
JUN 28 1973		1959	-	-	
JUN 29 1973		4300	3	1	
Total		93,303	223	344	
		223			
		93,526			

Manuscript Reading Room
833 Butler

7/72 - 6/73
1637 Readers

DATE [redacted] 1973	BOOKS	MSS	ORAL HISTORY	LOANS INSIDE	LOANS OUTSIDE
JUN 1973					
1	16	—	—	1	—
4	29	—	—	—	—
5	7	—	—	3	—
6	21	—	—	—	—
7	8	3	—	—	—
8	18	—	—	—	—
11	24	19	—	—	—
12	25	5	—	6	—
13	24	—	—	3	—
14	28	1	—	—	—
15	34	4	—	2	—
18	134	4	—	9	—
19	87	2	—	2	—
20	22	—	—	8	—
21	24	—	—	—	—
22	1	—	—	—	—
25	12	—	—	—	—
26	12	5	—	1	—
27	60	6	—	6	—
28	13	3	—	3	—
29	35	46	—	—	—
Hunt-Berol	176				
879 =	740	94	—	44	—